



Board Governance Policy Cross Reference: 1, 2, 3, 16, 17

Legal Reference: *Workplace Safety and Health Act*

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Introduction

A Workplace Safety and Health Program is a systematic plan to identify and control hazards and respond to emergencies. The program lays out responsibilities, resources and procedures for keeping the workplace safe and healthy. Its objective is to integrate safety and health into all work practices and conditions.

The program will be designed in consultation with Evergreen School Division's Workplace Safety and Health Central Committee and made available to all persons employed at the workplace via the administration manual. The program is also available to Manitoba Safety and Health Officers upon request.

Evergreen School Division's Workplace Safety & Health Program is made up of the eleven (11) mandatory elements identified in the *Workplace Safety & Health Act*, Section 7.4 and is as follows:

WORKPLACE SAFETY AND HEALTH PROGRAM

1. POLICY STATEMENT

Evergreen School Division is committed to provide all staff, students, contractors and visitors to its facilities a safe and healthy environment in which to work and to learn.

The Division recognizes the rights, roles and responsibilities of all employees with respect to workplace safety and health and accepts responsibility to maintain a comprehensive workplace safety and health program.

It is the intent of Evergreen School Division to comply with the requirements of the Manitoba Workplace Safety & Health Act, the regulations and the relevant Codes of Practice. It shall promote education and foster attitudes that are manifested in a culture of safety and health.

All relevant laws and regulations are incorporated in the program as minimum standards.

All Evergreen School Division personnel have a shared responsibility for providing and maintaining a safe environment by conducting activities in a safe manner, by observing

safety rules and by practicing safe behaviour. All personnel will be held accountable for implementing this program.

In the event of any conflict between Evergreen School Division's procedures related to Workplace Safety & Health and the Manitoba Workplace Safety and Health Act and Regulations, the Act and Regulations will govern.

2. RESPONSIBILITIES OF THE SAFETY AND HEALTH TEAM

The Division will have in place a Workplace Safety and Health Central Committee and a Subcommittee which will enable employees and administration to work together to provide and maintain a safe and healthy learning and working environment for students and staff of Evergreen School Division.

The ***Workplace Safety & Health Central Committee*** will provide recommendations to the Division regarding making workplaces safer and healthier. Recommendations made by the committee will identify risks and develop and promote safety and health initiatives. The committee members and/or site representatives will accomplish this by:

- i. considering concerns and complaints
- ii. inspecting workplaces at regular intervals
- iii. reviewing accident summary reports and dangerous occurrences on division property and
- iv. complying with this Divisional Safety Program.

The ***Workplace Safety & Health Subcommittee*** will provide recommendations to the Central committee regarding risks associated with off-site student placements. Recommendations made by the subcommittee will identify risks and develop and promote safety and health initiatives. The subcommittee members and/or site representatives will accomplish this by:

- i. considering concerns and complaints in the off-site student placements and Industrial Arts programs
- ii. inspecting off-site student placements as requested and Industrial Arts areas at regular intervals
- iii. reviewing off-site student placements and Industrial Arts accident summary reports and dangerous occurrences
- iv. complying with this Divisional Safety Program

A. Committee Structures

The ***WS&H Central Committee*** is comprised of elected representatives from the employee groups:

- i. C.U.P.E Employees (3)
- ii. Evergreen Teachers' Association (3)
- iii. Employer (3)

The **WS&H Subcommittee** is comprised of representatives from the employee groups that report to the Central committee:

- i. C.U.P.E Employees (2)
- ii. Evergreen Teachers' Association (2)
- iii. Employer (2)

B. Meetings

Regular meetings will be held a minimum of four (4) times each school year (from September to June) during regular school hours.

There will be two (2) Co-Chairs – one representing the employer and one from the employees group.

The Co-Chairs will alternate chairing the meetings.

Minutes of all meetings will be forwarded within ten days to:

- i. Workplace Safety & Health Central and Subcommittee Members
- ii. Provincial Workplace Safety and Health
- iii. School Principals
- iv. Site Representatives for posting WS&H bulletin boards
- v. Bus Garages for posting on bulletin boards
- vi. Maintenance Facility for posting on bulletin board
- vii. **Operations Support Centre** for posting on bulletin board
- viii. Education Support Centre for posting on bulletin board
- ix. Superintendent's department

C. Site-Based Representatives

Each workplace must select a full-time employee as a Site-Based Representative. However, the Site-Based Representative cannot be a School Principal as they have other WS&H responsibilities.

All site representatives will serve a two (2) year term with appointments made in September. There is no limit on the number of years a representative can continuously serve.

D. Responsibilities of WS&H Team

Site-Based Representatives:

- i. liaise with WS&H Committee
- ii. handle all local safety and health concerns and forward any concern registers to WS&H Committee Co-Chair
- iii. maintain information on WS&H bulletin board
- iv. participate in inspection of schools

WS&H Central and Sub Committees:

- i. receive and review concerns respecting safety and health issues
- ii. recommend how safety and health concerns may be resolved; the committee is not responsible for unsafe or unhealthy situations in the workplace
- iii. assist in the identification of safety and health concerns which may affect workers and others in the workplace
- iv. assist with the development and promotion of measures to protect the safety and health of persons in the workplace
- v. review hazard identification and control reports, inspection reports, emergency procedures and accident investigation reports
- vi. recommend the development and promotion of programs for education and information regarding safety and health in the workplace
- vii. conduct accident investigations (minimum two (2) member team)

School Principal (Supervisors):

- i. develop and maintain emergency response preparedness
- ii. facilitate resolution of safety concerns and hazards
- iii. provide WS&H bulletin board
- iv. attend on-site inspection of school or assign a designate
- v. ensure compliance with the provincial *Workplace Safety & Health Act's* regulations and requirements

Committee Administration:

- i. set and organize meeting dates
- ii. prepare and distribute meeting minutes
- iii. maintain records
- iv. serve as member of accident investigation team

Employee:

- i. follow safe work procedures by using safety equipment, safety devices and personal protective equipment
- ii. report unsafe acts, workplace hazards, incidents, near misses and injuries immediately to their supervisors/school administration and cooperate with the Workplace Safety and Health Committee and Site representative and with other employees helping them to work safely

Division/Senior Administration:

- i. establish and maintain an effective safety and health program

3. IDENTIFICATION AND CONTROL OF WORKPLACE HAZARDS

Evergreen School Division shall develop and maintain programs to identify, eliminate, minimize and/or control hazards.

The Division shall inform workers of known hazards and of how to minimize risk. Hazard control methods used by the Division include:

- i. engineering controls
- ii. administrative controls
- iii. personal protection equipment

Hazards are anticipated and assessed using several strategies:

- i. Job Hazard Analyses (JHAs) are used to determine risks and develop safe work procedures.
- ii. Administrative Procedures are developed to address regulatory requirements such as:
 - **6.45 Managing Hazardous/Chemical Materials**
 - **8.92 Workplace Harassment Prevention**
 - **8.94 Workplace Hearing Conservation & Noise Control**
 - **8.96 Working Alone / Working in Isolation Guidelines**
 - 8.96 A: Working Alone Form
 - 8.96 B: Working in Isolation Form
 - 8.96 C: Working Alone / Working in Isolation Log
 - **8.98 Workplace Violence Prevention**
 - 8.98 A: Violent Incident Report
- iii. Ergonomic assessments will be conducted when a change or concern is reported or at a supervisor's request.
- iv. Recommendations for corrective actions will be provided.
- v. Student and Non-Student accidents and incidents summary will be reviewed by the Safety Officer & WS&H Committee Members to determine possible trends and/or corrective action.
- vi. Multiple site inspections will be conducted, and records maintained.

4. EMERGENCY RESPONSE PLANS

Annually each School Principal will review and submit a copy of its Emergency Response Plan (ERP) to the Division Safety Officer or designate.

The ERP shall include:

- i. **Procedure 8.21 Evacuation**
- ii. **Procedure 8.22 Lockdown**
- iii. **Procedure 8.23 School Closures/Bus Cancellations**
- iv. School specific information including:
 - evacuation routes/floor plans

- “sweep plan”
- evacuation site(s)
- contact information for staff and students
- emergency contacts
- list of staff with first aid training

Other procedures related to emergencies can be found in **Section 8.0 Safe Schools** of the ESD Administrative Procedures Manual.

A **Crisis Response Team** consisting of Principal, **Director of Programs and Student Services**, and others will meet/plan in response to a tragedy/trauma. See **8.32 Crisis Response**.

Each school year staff and students are required to participate in ten (10) fire drills and two (2) lockdown drills.

Each facility/department within the Division shall ensure an adequate number of staff receive training in CPR/First Aid.

As per the WS&H Act Part 5, each facility supervisor shall ensure the required number of First Aid Kits are available.

Each first aid kit will include:

Item	Description	Amount
adhesive bandages	assorted, sterile, individually wrapped	50
gauze pads	sterile, individually wrapped	24
abdominal pads	sterile	2
stretch bandage	conforming 5.1 cm x 1.8 m	2
stretch bandage	conforming 7.6 cm x 1.8 m	2
pressure dressing	conforming with ties	4
triangle bandage	cotton with 2 safety pins	4
adhesive tape	2.5 cm	4.6 m
wound cleansing towelette	antiseptic, individually wrapped	50
antibiotic ointment	topical, single use	12
hand cleansing towelette	individually wrapped	12
CPR resuscitation barrier	one-way valve	1
disposable gloves	one-size, non-latex, powder free	8 pair
waste bag	biohazard, disposable, single use	2
bandage scissors	stainless steel 14 cm	1
tweezers	fine point, stainless steel 4.11.4 cm	1
blanket	emergency, polyester	1

5. INSPECTION SCHEDULES

WS&H Central Committee Site Inspections

The WS&H Committee Co-Chair will notify each School Principal of inspection date in advance.

Each building in Evergreen School Division will be inspected annually by representatives of the committee. The inspection will be compiled and shared with the Central Committee members for review and recommendations within ten **(10)** working days.

All division and school complexes will be inspected each year.

NOTE: A school complex will be counted as one **(1)** school.

- a. WS&H Committee members should obtain a substitute (if required).
- b. The facility's inspection team consists of:
 - i. School Principal or designate
 - ii. **Caretaker A** or designate
 - iii. Site-Based Representative or designate
 - iv. WS&H Committee Member(s)
- c. Inspections shall identify unsafe conditions, unsafe habits, health hazards and compliance with safety rules/procedures and government regulations. **8.90 A: Workplace Safety & Health Inspection Checklist** will be referenced when conducting a site inspection.
- d. Upon completion of an inspection, a completed inspection checklist/report will be compiled identifying concerns, and appropriate actions to be taken.
- e. Inspection report will then be sent to:
 - i. School Principal to delegate actions to be taken to address the concerns
 - ii. **Caretaker A** is to work in collaboration with the school principal to address the concern or place work orders
 - iii. Site Representative for posting

WS&H Subcommittee Inspections

The WS&H Subcommittee inspects Industrial Arts areas once per school year and reviews inspection reports for off-site student placements as requested.

- a. WS&H Subcommittee members should obtain a substitute (if required).
- b. The inspection team consists of:
 - i. School Principal or designate
 - ii. **Caretaker A** or designate
 - iii. Site-Based Representative or designate
 - iv. WS&H Subcommittee Member(s)
- c. Inspections shall identify unsafe conditions, unsafe habits, health hazards and compliance with safety rules/procedures and government regulations.
- d. Upon completion of an inspection or review, a report will be compiled identifying concerns, and appropriate actions to be taken.

- e. Off-site reviews and reports will be sent to:
 - i. School Principal and supervising teacher to determine actions to be taken to address the concerns.
- f. Industrial Arts inspection reports will be sent to:
 - i. School Principal to delegate actions to be taken to address the concerns.
 - ii. **Caretaker A** is to work in collaboration with the school principal to address the concern or place work orders.
 - iii. Site Representative for posting.

School Based Inspections

- a. Each month, the Principal and **Caretaker A** will complete a ***school safety and maintenance walk – through*** to identify any concerns.
- b. ***Procedure 6.40*** provides guidance in what to inspect.
- c. These concerns will be recorded on ***6.40A Buildings and Grounds: Concerns***.
- d. Any deficiencies need to be addressed either at the school level or brought to the attention of the Maintenance Department/Buildings Supervisor.
- e. Buildings Supervisor conducts random site inspections during facility visits. Any concerns are shared with the Principal and **Caretaker A**.
- f. ***6.40A Buildings and Grounds: Monthly Report*** is a joint responsibility between **Caretaker A** and Principal.
It includes:
 - i. daily checks of school interior, exterior (including playground) and exits
 - ii. weekly inspections of the playground
 - iii. monthly inspections of the gymnasium, automated external defibrillators and fire extinguishers
 - iv. a month end school safety and maintenance walk – through

6. CONTROL OF CHEMICALS AND BIOLOGICAL HAZARDS

Evergreen School Division employees may perform activities that require the use, storage and disposal of chemicals.

Please refer to: ***6.45 Managing Hazardous/Chemical Materials***

This administrative procedure is designed to identify, eliminate and/or control chemical hazards and applies to all staff that may be required to handle hazardous chemicals.

7. CONTRACTED EMPLOYERS

Signed contracts between the Division and contractors will include adherence to all safety requirements as prescribed in the Workplace Safety & Health legislation.

Please refer to: ***6.30 Construction Projects***

- a. The Contracted Employer shall act as the Prime Contractor as defined in the *Workplace Safety and Health Act*.
- b. The Contractor shall:

- i. take reasonable precautions to ensure everyone working on the project complies with legal safety and health requirements
 - ii. establish a project safety and health committee if twenty (20) or more workers are expected to last more than fifty (50) days
 - iii. coordinate the safety and health programs of employers contracted to work on the project
- c. If a health and safety concern is raised due to contractor work or actions the WS&H Committee can be engaged to help investigate and resolve the concern.

8. SAFETY TRAINING

The Division believes that training is important to the success of the Workplace Safety and Health Program.

WS&H Central Committee & Subcommittee:

- a. Committee members and Site-Based Representatives are allowed to take divisional leave up to a maximum of two (2) days for the purpose of safety and health training annually.
- b. WS&H Central Committee, Subcommittee members and Site-Based Representatives wishing to have some or all of costs covered to take professional development must submit a request in writing to the employer co-chair. The employer co-chair will coordinate and approve professional development based on criteria to include immediate need and knowledge base of the committee. Training needs of the committee should be assessed and addressed on a yearly basis.

Divisional Employees:

- c. First Aid Training will be provided to employees as per the Workplace Safety and Health Regulation 140/98 Schedule A.
- d. Employees involved with the use of hazardous chemicals will receive Workplace Hazardous Materials Information System (WHMIS) training annually.
- e. Appropriate supervisors will orient new staff hired and make them aware of potential hazards and safety procedures.

9. INVESTIGATING DANGEROUS OCCURENCES AND WORK REFUSALS

Employees must report dangerous occurrences, serious incidents and work refusals to their supervisor.

See **8.90 B: Reporting a Concern**

Procedures for Dealing with Concerns

Definition: A *concern* is a situation brought about by a hazard or condition at the physical location or any equipment or tools an employee utilizes to fulfill their job responsibilities which is, or potentially may, endanger the safety and health of employees working in, or persons attending a Division building.

- a. When a concern arises which an employee believes is of a safety or health nature, the employee should report the concern to the School Principal or Supervisor.

- b. If the concern is not resolved as a result of the action taken in 'a', the employee may report the concern to the Site-Based Representative in the building. The Site-Based Representative will attempt to resolve the concern with the School Principal or Supervisor.
- c. If the concern is not resolved as a result of the action taken in 'b', the Site-Based Representative will bring the concern forward to one of the Co-chairs of the Central WS&H Committee for resolution.
- d. The Co-chair of the WS&H Central Committee will attempt to resolve the concern with the School Principal or supervisor.
- e. If the concern is not resolved as a result of "d", the WS&H Central Committee Co-chair shall submit in writing, recommendations from the committee or representative, identifying anything that may pose a danger to safety or health of any person.
- f. If the concern is not resolved as a result of the action taken in 'c', any person involved, preferably the worker co-chair, will notify a Provincial WSH Officer of the refusal to work and the reasons for it. The officer will investigate and render a decision regarding whether the work refused constitutes a danger to the safety and health of the worker or any other worker. The Provincial WSH Officer shall submit in writing their findings to the employer and the worker.
- g. The employer shall respond in writing to the committee or representative no later than **thirty** (30) days after receiving the recommendations unless the employer implements all of the recommendations within **thirty** (30) days of receiving the recommendations.
- h. Under emergency conditions, the time frames for resolution will be escalated as appropriate and feasible.

Procedures For Dealing with Dangerous Work

Definition: *Dangerous work* generally means work involving safety and health risks that are *not normal* for the job.

- a. When an employee believes they have been assigned dangerous work, the employee must report immediately to the School Principal/Supervisor, or the person in charge at the workplace indicating their reasons for refusing to work. Both the employee and the person in charge must attempt to resolve the concern to the employee's satisfaction for the work to proceed.
- b. If the concern is not resolved as a result of the action taken in 'a', the employee must report immediately to the Site-Based Representative in the building indicating their reason for refusing work. The Site-Based Representative will participate in the inspection of the workplace and achieving a satisfactory resolution.

- c. If the concern is not resolved as a result of the action taken in 'b', the Site-Based Representative will bring the concern forward to the worker co-chair of the Central WS&H Committee for the purpose of inspecting the workplace and facilitating a resolution.
- d. If the concern is not resolved as a result of the action taken in 'c', any person involved, preferably the worker co-chair, will notify a Provincial WSH Officer of the refusal to work and the reasons for it. The officer will investigate and render a decision regarding whether the work refused constitutes a danger to the safety and health of the worker or any other worker. The Provincial WSH Officer shall submit in writing their findings to the employer and the worker.
- e. The employer shall respond in writing to the committee or representative no later than thirty (30) days after receiving the recommendations unless the employer implements all of the recommendations within thirty (30) days of receiving the recommendation.
- f. Under emergency conditions, the time frames for resolution will be escalated as appropriate and feasible.

Employees have the right to appeal the findings of the report to Manitoba Workplace Safety Officials.

Workplace Injuries

The Provincial Workplace Safety and Health Division must be informed immediately when an incident occurs which results in any of the following:

- i. Death
- ii. Internal hemorrhage
- iii. Loss of sight
- iv. Poisoning
- v. Amputation
- vi. Fracture of a major bone
- vii. Third degree burns
- viii. An injury resulting in paralysis
- ix. Cuts requiring hospitalization or time off work (or school)
- x. Any other injury likely to endanger life or cause permanent disability
- xi. Unconsciousness resulting from concussion, electrical contact or asphyxiation.

Please refer to:

8.00 A: Serious Incident Report

8.12 A: Non-Student Accident Report

8.13 A: Student Accident Report

8.98 A: Employee Violent Incident Report

10. STRATEGY TO INVOLVE EMPLOYEES

The Evergreen School Division Workplace Safety & Health Committee consists of one (1) central committee representing all the workplaces in the Division and one (1) subcommittee representing off-site student placements.

The **Central WS&H Committee** is comprised of appointed representatives from:

- i. C.U.P.E Employees (3)
- ii. Evergreen Teachers' Association (3)
- iii. Employer (3)

The **Subcommittee** is comprised of appointed representatives from:

- i. C.U.P.E Employees (2)
 - ii. Evergreen Teachers' Association (2)
 - iii. Employer (2)
- a. Central Committee Members are involved in the review of existing procedures and or the development of new procedures.
 - b. Central Committee Members determine which procedures are to be reviewed by the committee members on an annual basis.
 - c. Subcommittee Members may be consulted in the review of existing procedures.
 - d. The WS&H Bulletin Board located in each workplace is used to post:
 - i. new Safe Work Bulletins
 - ii. new WS&H legislation
 - iii. ESD Administrative Procedures
 - iv. WS&H Education & Awareness Posters/Bulletins
 - v. WCB Injury Reports
 - vi. Concern Registers
 - vii. WS&H Central Committee Meetings – Agendas & Minutes
 - viii. List of WS&H Central Committee Members (Name, telephone number & location)
 - ix. List of certified First Aiders in each workplace.
 - x. Copies of Manitoba WS&H Improvement Orders (as required).

11. WORKPLACE SAFETY & HEALTH PROGRAM EVALUATION

Every three (3) years, the Central WS&H Committee will formally review the Safety and Health program.

The program will also be reviewed if there are changes in the workplace which may affect the safety and health of employees.